

Minutes of the Executive Committee
October 20, 2008

Chair Dwyer called the Executive Committee meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Executive Committee Members Present:

Jim Dwyer	Dave Swan	Fritz Ruf
Pat Haukohl	Tom Schellinger	Bonnie Morris
Duane Paulson		

Also Present:

Chief of Staff Mark Mader	Director of Public Works Richard Bolte
Legislative Policy Advisor Dave Krahn	Airport Manager Keith Markano
Information Technology Manager Mike Biagioli	Architectural Services Manager Dennis Cerreta
UW-Extension Director Marcia Jante	Legislative Policy Advisor Ann Olson
Legislative Associate Karen Phillips	Community Development Coordinator Glen Lewinski
Senior Financial Analyst Bill Duckwitz	Senior Financial Analyst Lyndsay Johnson
Collections & Business Services Mgr Sean Sander	Business Services Administrator Donn Hoffman
Airport Operations Assistant Kurt Stanich	Judge Mac Davis
Risk/Purchasing Manager Laura Stauffer	Budget Manager Keith Swartz
Senior Financial Analyst Clair Daniels	Chief of Staff Allison Bussler
Deputy Inspector Eric Severson	

Update on the Following Information Technology Projects

CAD RFP Process – Biagioli stated that PSCI (the consulting company chosen to develop the RFP for the selection of the new CAD geobase to replace the Spillman system) returned a draft of the RFP as of October 10. Copies were sent out to the Advisory Committee for review; they are scheduled to meet with the consultant on November 6 - 7. Within a week or two, the finalized RFP will be returned to Purchasing. The intention is to have it out by Thanksgiving and start the selection process and scheduling vendors in January. Dwyer asked what would be different in the selection process this time. Biagioli stated that last time the vendors used their own data in demonstrations, but all of the finalists stated they could handle the grid addressing system. This time the vendors will demonstrate their product using live county data for the grid addressing system and the multiple constituency dispatch function, which was the problematic issue with Spillman.

Biagioli continued with an update on the issue between Spillman Mobile and IP MobileNet. He stated that getting the new dispatch system / CAD geobase in place could take up to a year and a half. In the interim, it is important to maintain current system functioning well as possible. IP MobileNet is working with Radio Services to resolve the issues evolving from the upgrades and added enhancements to Spillman Mobile. After the problems are resolved, they will begin to utilize the automated dispatch capability of Spillman Mobile.

Haukohl asked about whether the new CAD system would interface with the Spillman Mobile system. Biagioli stated that a new CAD Mobile would most likely be purchased at the same time as the new CAD system. Morris clarified that the Spillman records system would remain in place. Biagioli added that the RFP is drafted so that it becomes the task of the selected vendor to develop the necessary interfaces. Swan stressed the importance that the vendors demonstrate their capabilities of implementing the interfaces and required updates.

Tract Index System – Sander stated the RFP should be released this week or early next week. The RFP is written so that the Tract Index System vendor must integrate into the CASHIERING System, as well as

the existing imaging system. Biagioli clarified that the Tract Index System ties everything in the ROD Office together. Presently, the system is in-house developed. They are looking for a vendor with a package that would provide upgrades and enhancements to the functionalities of the ROD, replace the in-house developed system, and interface with the cashiering function.

Haukohl asked for an updated informational sheet outlining all of the IT systems and functions in how they affect and integrate with the various departments. Biagioli stated he would have it by the next meeting.

Implementation of the Countywide Cashiering System

Hoffman stated that on September 15, the Parks and Land Use locations were upgraded to the TAN Cashiering Application, and have been implemented with success without any known issues. On October 14, the Treasurer's Office was updated to the Countywide Cashiering Application; 29 change requests were identified, 13 of which have been successfully closed. The remaining 16 changes are unique changes specific to the Treasurer's Office operation. It is not impeding the office from running under the new cashiering application. On October 15, the Airport and Medical Examiner's Office were converted with no open issues. On December 1, with the assistance of the Treasurer's Office, they will run parallel with the new tax application for billing, listing and lottery credits. The remaining departments involved with the Cashiering project would be converted next year. Hoffmann added that the County's Information Security Council recommended formation of a group to create a cash-handling management policy in conjunction with the Cashiering project.

2009 IT Capital Projects –

Project #200109 – Implement HHS Automated System: Biagioli presented an update of the transition of PeopleLink to the Avatar System. The business requirements will be matched up against the Management Service Organization module offered by NetSmart (MSO) to insure that the module will meet the needs of Health and Human Services. Once PeopleLink has been replaced, the implementation of the Case Management System for Health and Human Services will begin in 2010. Discussion continued with regard to interfacing with the State WiSACWIS System and the challenges in keeping up with ever-changing technology advancements.

Project #200206 – Fiber and Wireless to County Facilities: Biagioli stated an engineering firm has been selected to represent the County in developing specifications for the bid process. This project is anticipated to be completed in 2009.

Project #200820 – IT Infrastructure Upgrade to Wiring Closets. Biagioli stated that in 2009, an evaluation would be done of all the wiring closets across the County campus to determine the required upgrades for supporting the Voiceover IP (VOIP). A pilot project will begin in 2009 during renovation of the DA's office. The wiring will be done so they will be ready for VOIP in the future. Biagioli discussed the financial advantages of moving to the VOIP solution over the present Centrex system.

Haukohl asked how this project coordinates with any upgrades to the Courthouse and the decision regarding the future of the Courthouse. Biagioli stated they will coordinate with Facilities and their project schedule for renovations in the Courthouse. Mundt stated that anytime rewiring is done, it would be an upgrade to a VOIP compatible standard. When there is a renovation project where walls are being moved, they take the opportunity to install the proper type of wiring. Biagioli added that they are being very cautious about what they are doing in the Courthouse.

Project #200822 – Asset Management System: Biagioli explained that in 2009, IT will be working with the Public Works Facilities and Highway Divisions, and the Parks Division of Parks and Land Use to issue an RFP to determine the liability of a single asset management system for all three areas. The

benefits of a single solution include increased efficiencies and reduced costs by utilizing only one server instead of three servers. It is a shared asset between two departments and will lower their costs in the End-User Technology Fund.

Project #200624 – Re-engineering IT Infrastructure: Biagioli explained this Capital project includes the identification and selection of a Portfolio Management Tool identified as a key need in the Strategic Plan. He explained the details that the software solution would provide. The vendor would provide an internet link, hosted by their server, and we would lease the application from them for 3 years in order to determine if it is appropriate, while also lowering the cost of this initiative.

Dwyer commented that over \$400,000 is being spent on this project, yet other departments are struggling. Is this a necessary project? Biagioli explained that amount is the overall cost. It is hoped that the Software as a Service (SAAS) costs would be \$50,000-\$75,000 for a three-year period, which would dramatically lower the overall price. Hoffmann clarified that the software would not be purchased, it would be leased. There are advantages to looking at the SAAS option to meet our needs respective to managing resources, planning the “what-ifs” for the long range, for providing analytical information, and possibly to be used by other County departments. Biagioli reiterated that it would be run on the vendor’s server and the vendor would manage the software and maintain the upgrades along with a service agreement requiring the system works as expected. It would dramatically lower the cost of the capital project if this works well.

Project #200910 – E-Document Management & Archival: Biagioli stated that no dollars are ascribed to 2009; however, a consultant will be brought in to assist in determining the right path to take to establish a method of manually managing e-documents (including emails) and archivals in 2009. The move of County personnel to an automated system from the current manual system would take place in 2010. The assessment will begin in November.

Discuss and Consider Ordinance 163-O-054: Approve Mechanism to Fund Replacement of the Trunked Radio System

MOTION: Swan moved, second by Haukohl, to approve Ordinance 163-O-054.

Dwyer reviewed the proposed amendments on lines 38, 41, 55 and 60, as submitted on the white copy for consideration by the Executive Committee.

MOTION: Haukohl moved, second by Morris, to amend Ordinance 163-O-054. Motion carried 7-0.

Sander provided background and history of the County Trunked Radio System and reviewed the details of the ordinance as outlined. It is estimated that the infrastructure costs for the new digital system would be \$9.5 million, with the County paying for 50% of the cost and the municipalities paying for 50% of the cost. Sander explained the new funding formula that would be used and discussed the four components used to determine the amount a municipality would pay for the prepayment period. Member municipalities who either participate in the five-year prepayment plan or make the full five-year payment plus interest payment prior to the project implementation would be eligible for an interest free loan from the County for their remaining share of project costs. Discussion continued and Sander addressed the questions raised by the Committee members.

Motion to approve Ordinance 163-O-054 carried 7-0 as amended.

Discuss and Consider Ordinance 163-O-052: Authorize Waukesha County University of Wisconsin Extension Office to Accept the Drug Free Communities (DFC) Grant from the U.S. Department of Health & Human Services Substance Abuse and Mental Health Administration Drug Free Communities Support Program

MOTION: Paulson moved, second by Schellinger, to approve Ordinance 163-O-052.

Jante reviewed the efforts put forth in preparation for applying for this grant. The \$125,000 grant funding for this project will last for one year, and the Department may be eligible to renew the grant each year for up to ten years. She stated there is a 25 page narrative contained in the 143 page grant that outlines the program, and would provide copies if requested. Jante distributed a handout titled "Waukesha County Drug Free Communities Coalition – One Logic Model" from the aforementioned narrative. She reviewed the project goals, year one activities, immediate outcomes and intermediate/long term outcome as outlined on the chart. She emphasized that the Federal government develops the project goals.

Jante distributed a page from the contract received last week from the Federal government. She said a major emphasis was placed on the "Environmental Strategies". The goal of grant is not to provide direct services. The purpose is to build a collaborative model, taking into account the fact that individuals do not become involved with substances based solely on their personal characteristics, rather are influenced by a complex set of factors in their environment. The goal is not to work with individuals, but to work with the communities to change the norms, to limit access to substances, change the culture, and to reduce the negative consequences associated with the use. By focusing on these strategies, it is more likely that lasting, positive changes within the community would be achieved.

Paulson inquired why the program is starting in the City of Waukesha. Jante stated that they are going to communities where there are issues because the effectiveness of the program needs to be proven. They have been working in the three Waukesha neighborhoods for eight years, so this was a logical place to begin. There is a foundation there, they are known in the neighborhoods, and there would be the best chance for success there. Dwyer emphasized that the grant is renewable based on the success of the previous year. Haukohl requested that the Committee be apprised of the progress of this program by means of some measurable results or improvements achieved within the individual communities.

Motion carried 7-0.

Discuss and Consider Ordinance 163-O-055: Amend Waukesha County Code of Ordinances to Add Provisions to Chapter 13 to Allow County Enforcement of State Offenses for Welfare and Low Income Housing Fraud

MOTION: Swan moved, second by Paulson, to approve Ordinance 163-O-055.

Severson discussed the provision to be considered and reviewed Supervisor Tortomasi's suggestion, for clarity and consistency, to amend the language on line 65, to add the language "plus costs" after the numerical amount "\$500.00".

MOTION: Paulson moved, second by Morris, to amend Ordinance 163-O-055 to add the language "plus costs" on line 65. Motion carried 7 -0.

Severson stated this ordinance would provide a tool to deal with welfare violations that are not otherwise being prosecuted. By amending the Waukesha County Code to include public assistance and housing fraud, the Sheriff's Department will be able to write a civil forfeiture citation to address these types of

activities. It is estimated that in excess of 40 citations a year would be written, with a recommended bond amount of \$200.00 each. Severson explained this would prevent abuse of the system and determine who would receive benefits in the future based on past violations. Paulson voiced his support, in that people who are cheating the system must be held accountable.

Motion to approve Ordinance 163-O-055 carried 7-0 as amended.

Discuss and Consider Ordinance 163-O-053: Execute Subgrantee Agreements, HUD Grant Agreement and Funding Application for Final Statement of Objectives and Projected Use of Funds and Expenditure for Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs for the 2009 Program Year

MOTION: Paulson moved, second by Ruf, to approve the Ordinance 163-O-053.

Lewinski discuss this ordinance as outlined which authorizes the County Executive to execute agreements with the Federal Government to accept up to \$3,750,000 of CDBG and HOME grants and program income. He stated that similar to most years, they are anticipating a slight decrease in funds. Lewinski distributed copies of several handouts that he reviewed as outlined. The list of projects show those agencies that applied for funding, the 2009 request amount and 2009 award amount, as recommended by the CDBG Board. Also reviewed were the HOME allocations as recommended by the HOME Board. Lewinski continued to answer questions regarding specific awards as requested by committee members. Ruf commented that the way these funds are distributed is exemplary. Lewinski went on to address the many non-profit organizations that serve that same needs and discussed the concept of them merging.

It was noted during discussion that one of the 2009 Awards, specifically to Linden Cherish, was not a recommendation by the CDBG Board. The County Executive made the decision to fund Linden Cherish, a shelter for pregnant teens, in the amount of \$10,000. Bussler stated the County Executive had taken the final recommendation from the CDBG Board and made a small addition to it. Linden Cherish is a project he truly believes in, as shelter is a number one priority. Bussler added that there was a breakdown in the process this year, and timing became an issue. She added that had the CDBG Board been aware of the County Executive's interest in this project before their votes were due, they most likely would have approved it.

Motion carried 7-0.

Discuss and Consider the 2009 Community Development Block Grant (CDBG) Operating Budget

Lewinski stated that Daniels did write some additions to the budget pages with regard to the Allocation of CDBG Program Funds pie chart. In reference to the handout, Lewinski explained that the 2008 adopted budget estimated the grant to be \$1,528,324; the actual grant was \$1,445,174. The amount of \$1,777,045 includes the 2008 grant award of \$1,445,174 plus reallocated amounts of \$331,871 from prior year budgets.

Dwyer asked for a clarification of the allocation of dollars and the amount of money available administratively. Lewinski stated he is still in the process of reviewing/gathering the information, as it is a somewhat complicated issue. Dwyer stated a major concern is we are monitoring what needs to be done in the event that HUD would come in for an audit. Lewinski stated he would return to the Executive Committee in the future with any updates on his review process.

MOTION: Haukohl moved, second by Paulson, to approve the 2009 Community Development Block Grant (CDBG) Operating Budget. Motion carried 7-0.

Discuss and Consider the 2009 Non-Departmental Budget

Paulson moved, second by Morris, to approve the 2009 Non-Departmental Budget.

MOTION: Ruf moved, second by Haukohl, to amend the 2009 Non-Departmental budget as follows: Reduce Operating Expenditure appropriations for the River Rail Transit System by \$4,000; reduce Operating Expenditure appropriations for loss control/ADA by \$6,000; and increase Operating Expenditures by \$10,000 for the Waukesha County Economic Development Authority to promote additional economic development activity.

Paulson stated that for years it has been said that this Department should be funding itself; now we are going back into funding it again, and that is problematic. Will we fund an additional \$10,000 next year?

Ruf responded that it has been many years (14-15 years) since this funding has been increased, and inflation must be taken into account. Paulson stated the Department was supposed to fund itself from other sources, not through tax levy. Dwyer added that the County funding is less of a percentage of the overall operating budget of that corporation today than in the past, and they do have more outside funding and public contributions. Staffing was cut down from three employees to two. The demands are much greater in Economic Development, and the funding will be put to good use. He added if this were done in-house, it would cost much more. Haukohl also voiced her support for this amendment. She asked Stauffer if Loss Control/ADA can operate with the \$6,000 cut. Stauffer stated they would be able to work with it.

Motion to amend the 2009 Non-Departmental budget carried 6-1 (Paulson).

Motion to approve the 2009 Non-Departmental budget as amended carried 7-0.

Discuss and Consider 2009 – 2013 Capital Projects with an Emphasis on the Following Projects:

Item 33 Airport Maintenance & Snow Removal Equipment Building – Dwyer stated that he and Mader looked at the existing building, and there is a definite need for a new building. He stated the project has been modified and the project itself has changed. Markano explained the change in location for the project to an area with existing sanitary sewer, cutting \$510,000 from the total project and a reduction in the County's share from \$100,000 to \$75,000.

Item 36 Airport Gate Redesign – Markano reviewed the background information on this project. He explained they looked at the option of narrowing the gate and installing a high-speed motor which would close the gate within five seconds. The system would be adaptable to the existing hardware, and cameras with an anti piggybacking detection system, which would snap a picture of the vehicle's license plate. The new gates would incorporate separate entry and exit gates to prevent unauthorized vehicles from entering through an open gate vacated by a previous, authorized vehicle.

Item 37 Pavement Rehabilitation South T-Hangar and N Ramp – Markano reviewed the details and outlined the necessity of this project. He distributed photographs and an aerial view of the pavement areas. Markano explained that the pavement around the hangars is over 20 years old and in poor condition, especially after the severe winter. Dwyer stated this project would be monitored in future years.

Dwyer thanked Markano for his extra efforts in presenting the updates on the Airport Capital Projects.

Item 1 Courthouse Lobby Modifications – Dwyer asked if there were any further ideas about taking the Clerk of Courts space for the modifications. Bolte stated they will wait until Madden takes office to work out the plans. Bolte stated his project is holding right now – they are just asking for funding to show that the plan will work.

Item 2 Courts Project Secured Corridor – Dwyer reviewed some of the options that have been presented for this project. The Committee members discussed the issues in relation to the future of the existing courthouse and possible new courthouse construction.

Item 21 CTH TT, USH 18 – Northview – Paulson requested that this project be left in the Capital Plan at this time.

Item 3 Courthouse Future Study – Dwyer reviewed the past issues discussed with regard to this project. Davis reviewed the highlights of his presentation about the future of the courthouse. Bolte went over the issues from the standpoint of Administration. The Committee debated the issues including the cost of the study, the proposed timeframe, and whether or not a study is necessary. As the discussion concluded, Dwyer suggested leaving this project in the Capital Plan for future discussion.

Paulson left at approximately 12:30 p.m.

Item 6 Health and Human Services Bldg – This project had been pulled to provide an opportunity to tour the building during the Capital Projects walking tour.

Discuss and Consider Resolution 163-R-004: Adopt Five-Year Capital Projects Plan

MOTION: Ruf moved, second by Schellinger, to approve Resolution 163-R-004. Motion carried 6-0.

Discuss and Consider the Following Appointments:

163-A-053: Appointment of Robert Bartholomew to the County Zoning Board of Adjustment

MOTION: Ruf moved, second by Swan, to approve Appointment 163-A-053. Motion carried: 6-0.

163-A-054: Appointment of Thomas A. Day to the County Zoning Board of Adjustment

MOTION: Ruf moved, second by Swan, to approve Appointment 163-A-054. Motion carried: 6-0.

Approve Minutes of October 6, 2008

MOTION: Ruf moved, Schellinger second, to approve the minutes of October 6, 2008, as amended. Motion carried 6-0.

Correspondence

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Phillips or Jicha.

MOTION: Haukohl moved, second by Ruf, to adjourn the meeting at 12:58 p.m. Motion carried: 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary